

Position Requirements Document Cover Sheet		Position Number:	12982																																																																
<b>Classification:</b> Acquisition Logistics Specialist, NH-0301-II <b>Local Title:</b> <b>Employing Office Location:</b> Orlando, FL <b>Duty Station:</b> Orlando, FL																																																																			
<b>Org Info:</b> Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) 1 <sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) 2 <sup>nd</sup> Div: Project Support Group 3 <sup>rd</sup> Div: Acquisition Logistics Directorate 4 <sup>th</sup> Div:																																																																			
<b>Supervisor's Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. <b>Immediate Supervisor:</b> Harry Bryan  <b>Title:</b> Director, Acquisition Logistics (Acting)  <b>Signature:</b> _____ <b>//s//</b> <b>Date:</b> _____ <b>//s//</b>  <b>Higher Supervisor or Manager:</b> Traci Jones _____ <b>Title:</b> Project Support Executive _____ <b>Signature:</b> _____ <b>//s//</b> <b>Date:</b> _____ <b>//s//</b>																																																																			
<b>Classification/Job Grading Certification:</b> I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.  <b>Classification Official:</b> Sally Wagner  <b>Title:</b>  <b>Signature:</b> _____ <b>//s//</b> <b>Date:</b> _____ <b>//s//</b>																																																																			
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**Acquisition Workforce Demo Project Position Requirements**  
**Document**

**I. Organization Information:**

This position is located in the Acquisition Logistics Directorate, Project Support Group, Program Executive Office, Simulation Training Instrumentation (PEOSTRI).

**II. Position Information:**

Acquisition Logistics Specialist, NH-301-II

**III. Duties:**

The incumbent functions as a backup to Life Cycle Project Directors; as a specialist in Acquisition Logistics processes and procedures; and as an analyst in support of the management of the Acquisition Logistics Directorate.

Incumbent works with and assists various Life Cycle Project Directors in life cycle management and procurement of new systems/devices and modernization of fielded systems to provide supplemental manpower as needed and to become knowledgeable in the processes and procedures used.

Drafts and continuously updates, as needed, standardized processes and procedures for all phases of the processes in use by the Directorate to include examples of documents to be completed in each phase of the acquisition life cycle.

Gathers, formats, and manipulates data via computer applications to allow for the distribution, tracking, analysis and evaluation of performance-based acquisition logistics materials. Extracts Acquisition Logistic Directorate manpower utilization data from the PEOSTRI database and other sources. Prepares charts and data to reflect significant trends activities. Analyzes and summarizes results.

Assists in the preparation of formal and informal information and decision briefings and supporting documents and charts.

Provides recommendations regarding improved efficiency in funds distribution and tracking activities.

Participates in manpower utilization studies, meetings and briefings. Prepares analytical reports summarizing results of studies and meetings.

Tracks a variety of personnel related matters such as the organization's staffing plan, TDA, DAWIA certification levels, training needs, Contribution-Based Compensation and Appraisal System (CCAS) processes and security clearances. Conducts studies and analyses to project manpower needs for the Directorate and projected attrition and initiates or oversees the preparation and tracking of Requests for Personnel Actions (RPAs). Drafts Position Requirements Documents based on verbal instructions, existing documents, and knowledge of the processes and procedures involved.

Assists in the career management of all Life Cycle Project Directors to assure that each is certified at the appropriate level.

#### IV. Factors:

Factor: 1. - Problem Solving                      Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation      Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others.

Guides/supports others in executing team assignments.  
Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations                      Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision                      Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication                                      Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management                                      Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

**Security Clearance and Travel Requirements:**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

**Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes**

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit

Ability to advise others